



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Faculty Awards for Excellence in Education, School of Medicine (SOM)

Instruction 1214

(OSA)

MAR 14 2003

ABSTRACT

This Instruction provides policy and guidance regarding the Faculty Awards Program for the School of Medicine, Uniformed Services University of the Health Sciences (USUHS). This Instruction includes definitions, responsibilities, and time-sensitive procedures.

A. Purpose. This Instruction cancels USUHS Instruction 1110^a and updates the selection procedures for the Faculty Awards for Excellence in Education in the School of Medicine (SOM). As previously established, this Instruction defines and establishes the selection criteria for two specific awards.

B. Reference. *See Enclosure 1.*

C. Applicability. This Instruction applies to all USUHS medical students, SOM academic departments, and faculty members.

D. Policy. The USUHS SOM annually recognizes the outstanding value of two faculty members who receive major awards at the graduation ceremony. These awards are generated through a process of faculty and student nominations that are reviewed by a committee of students, followed by recommendations to the President, USUHS.

E. Definitions. *See Enclosure 2.*

F. Eligibility.

1. William P. Clements, Jr. Award.

All uniformed officers in the SOM holding an academic appointment from USUHS with the rank of assistant professor or higher are eligible. Nominees need not occupy a USUHS billet and need not be stationed in the greater Washington, D.C. area. The recipient must be on active duty at the time of the award; however, he/she may have been reassigned (for a period not to exceed one year) at the time of the presentation. Previous recipients are not eligible.

2. Outstanding Civilian Educator Award. All civilian faculty members in the SOM holding the rank of assistant professor or higher are eligible. Nominees need not occupy a USUHS billet and need not be located in the greater Washington, D.C. area. Recipients become eligible for this award again after five years.

G. Qualifications.

1. Excellence in Teaching. Nominees must demonstrate the following:

a. The ability to inspire students to high levels of academic accomplishment demonstrated by specific examples cited by peers, students or others;

b. Improvement of the tools and conditions for teaching such as the development of student texts, research projects, courses, curricula, models, laboratory, or other teaching equipment; and,

c. Techniques of instruction; or other classroom innovations.

2. Participation in Other Academic Activities. Nominees must show improvement of teaching through various activities to include:

a. Student counseling;

b. Involvement in faculty/student research activities;

c. Active participation in scholarly and professional organizations;

d. Research and writing to include productive collaboration with other colleges/universities;

3. Procedures

e. Outstanding contributions to educational administration; or,

f. Participation in special educational study or research efforts.

H. Responsibilities.

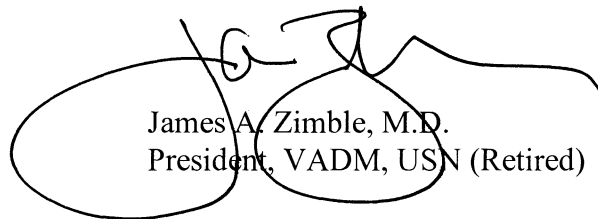
1. The Office of Student Affairs (OSA) shall serve as the primary office for managing the Faculty Awards Program. Ultimate responsibility for the program rests with the Associate Dean, OSA.

2. The Faculty Awards Committee, composed of SOM students, shall solicit nominations for the faculty awards, nominate faculty members for the awards, and draft the resulting correspondence and citations for the awards.

3. The Dean, SOM, shall approve the award nominees submitted by the Faculty Awards Committee.

I. Procedures. See Enclosure 3.

J. Effective Date. This Instruction is effective immediately.



James A. Zimble, M.D.
President, VADM, USN (Retired)

Enclosures:

1. Reference
2. Definitions

Enclosure 1

REFERENCE

- (a) USUHS-I No. 1110, "Faculty Awards for Excellence in Education," dated March 26, 1987 (hereby cancelled)

DEFINITIONS

1. William P. Clements, Jr., Award for Excellence in Education. This award for an outstanding military educator is presented annually to recognize an SOM uniformed faculty educator, who by personal example and performance best characterizes the principles of excellence in education fostered by Mr. William P. Clements, Jr., former Deputy Secretary of Defense, for whom the award is named. An award is presented to the recipient; and, a permanent plaque inscribed with the recipients' names is displayed in the University.

2. Outstanding Civilian Educator Award. This award for an outstanding civilian educator is presented annually to recognize a civilian faculty member who by personal example and performance best displays the highest qualities of a medical educator. An award is presented to the recipient; and, a permanent plaque inscribed with the

recipients' names is displayed in the University.

3. Faculty Awards Committee. The Faculty Awards Committee shall be composed of one medical student from the freshman, sophomore, and junior classes, and four medical students from the senior class, to be selected by their respective classes. The senior class will also designate one of their selectees as the Chair of the Committee. Class members of the Committee shall be selected by procedures to be determined by each class.

4. Nominating agencies. Each medical school class, the Graduate Student Council, each SOM academic department (through its chair), and each previous winner of the award may nominate one military and one civilian faculty member for consideration.

PROCEDURES

In January, preceding graduation, the Faculty Awards Committee will solicit nominations for the awards from the SOM faculty and student body. Nominations will be made in writing, utilizing the forms found at Attachments 1 and 2 of this Enclosure. In February, preceding graduation, the Committee will convene to select a nominee for each award. The Committee will notify the President, USUHS, and the Deans, through the OSA of the Award nominees. The Dean, SOM, will approve/disapprove the nominees. The Committee will forward to the President,

USUHS, through the Deans and OSA, congratulatory letters to the award recipients from both the Committee and the President, USUHS. The Committee will draft and forward to the OSA citations for the award recipients. The OSA will work with the Committee in securing the awards, as well as advising and assisting the Committee as needed. The OSA will notify the Graduation Ceremony OPR, following approval by the Dean, SOM, of the award recipients, and the OPR will coordinate the presentations of the awards.

Attachments:

1. William P. Clements, Jr. Award, Statement of Qualifications
2. Outstanding Civilian Educator Award, Statement of Qualifications

Enclosure 3
Attachment 1

WILLIAM P. CLEMENTS, JR. AWARD

STATEMENT OF QUALIFICATIONS

1. Name and Military Rank:
2. Department:
3. Academic Rank:
4. Date Reported to USUHS:
5. Education: (degrees, dates, institutions)
6. Courses Taught:
7. Participation in Academically Oriented Activities: (include papers presented at professional meetings, research activities, academic counseling).
8. Participation in Student Development:
9. Teaching Ability: (as evidenced by the vitality of classroom presentation, the thoroughness of preparation, interest in students, and capacity to impart knowledge and evoke response).
10. Personal Attributes:
11. Value to USUHS (how nominee contributes to overall mission):

OUTSTANDING CIVILIAN EDUCATOR AWARD

STATEMENT OF QUALIFICATIONS

1. Name:
2. Department:
3. Academic Rank:
4. Date Reported to USUHS Faculty:
5. Education: (degrees, dates, institutions)
6. Courses Taught:
7. Participation in Academically Oriented Activities:
8. Participation in Student Development:
9. Teaching Ability:
10. Personal Attributes:
11. Value to USUHS (how nominee contributes to overall mission):